

**ALBIA COMMUNITY  
SCHOOL DISTRICT**

**AND**

**ALBIA COMMUNITY  
EDUCATION ASSOCIATION**

**NEGOTIATED AGREEMENT**

**SCHOOL YEAR  
2006-2007**

## TABLE OF CONTENTS

	<i>Page</i>
<b>AREA I: BASIC AGREEMENT PROVISIONS</b>	
ARTICLE I Preamble .....	1
ARTICLE II Recognition.....	1
ARTICLE III Grievance Procedure.....	1
Section 1.....	1
Section 2.....	1
Section 3.....	2
First Step.....	2
Second Step .....	2
Third Step .....	2
Fourth Step .....	2
ARTICLE IV Employee Rights.....	3
Evaluation of Students .....	3
ARTICLE V Association Rights .....	3
ARTICLE VI Dues Deduction.....	4
Authorization.....	4
Regular Deduction.....	4
Prorated Deduction.....	4
Duration.....	4
Termination .....	4
Authorization Card.....	4
Limitations .....	4
Time for Filing .....	4
Hold Harmless.....	4
Service Fee .....	5
<b>AREA II: LEAVES</b>	
ARTICLE VII Sick Leave .....	5
Sick Leave Illness Notice and Return .....	6
Continued Benefits During Sick Leave.....	6
Raises and Increments After Sick Leave.....	6
ARTICLE VIII Temporary Leaves of Absence .....	6
Personal .....	6
Jury and Legal .....	7
Bereavement and Serious Family Illness .....	7
Association Leave .....	7
Professional Days .....	7
Professional Conference Costs.....	8
Miscellaneous Without Pay Leaves .....	8
Educational Improvement .....	8
Family Illness .....	8
Family and Medical Leave Act .....	9

**AREA III: BASIC EMPLOYMENT CONDITIONS**

ARTICLE IX	Work Load.....	9
	In-School Work Year .....	9
	Regular Contract.....	9
	Definition of In-School Work Year .....	9
	School Calendar.....	9
ARTICLE X	Hours and Load.....	9
	Work Day .....	9
	Arrival and Dismissal Time.....	9
	Parent-Teacher Conferences .....	10
	Lunch Periods.....	10
	Grade Level and Other.....	10
	Leaving the Building .....	10
	Meetings.....	10
	Faculty and Other .....	10
	Preparation Time .....	10
ARTICLE XI	Employment and Assignments .....	11
	Notification of Presently Employed Staff .....	11
ARTICLE XII	Reduction or Realignment of Staff .....	11
ARTICLE XIII	Safety Provisions .....	12
	Protection of Employees, Students, and Property .....	12
	Use of Reasonable Force .....	12
	Legal Action against an Employee .....	12
	Assault of an Employee .....	12
	Leave .....	12
	Reimbursement for Personal Property Damage .....	12
	Medical.....	13
	Bomb Threats .....	13
	First Aid .....	13

**AREA IV: PERSONNEL POLICIES AND PRACTICES**

ARTICLE XIV	Evaluation Procedures .....	13
	Teacher Evaluation.....	13
	Tier 1 .....	13
	Tier 2 (Career Teachers).....	14
	Tier 3 (Intensive Assistance).....	15
	Personnel File Review .....	16
ARTICLE XV	Voluntary Transfers .....	17
	Definition .....	17
	Notification of Vacancies.....	17
	Date.....	17
	Filing Requests .....	17
ARTICLE XVI	Involuntary Transfers.....	17
	Definition .....	17
	Criteria.....	17
	Notification .....	17

Appeal .....	18
Meeting Certification Requirements .....	18

**AREA V:     *SALARY AND BENEFITS***

ARTICLE XVII	Wages and Salaries .....	18
	Schedule .....	18
	Placement on Salary Schedule .....	18
	Adjustment on Salary Schedule .....	18
	Credit for Experience.....	18
	Advancement on Salary Schedule .....	19
	Increments.....	19
	Education Lanes.....	19
	Extra Assignment and Extended Contract Rate .....	19
	Clarification .....	19
	Voluntary Pay/No Pay.....	19
	Extra Compensation or Released Time .....	20
	Methods of Payment.....	20
	Exceptions.....	20
	Summer Checks .....	20
ARTICLE XVIII	Supplemental Pay .....	20
	Extracurricular Activities .....	20
	Exceptions .....	21
ARTICLE XIX	Insurance.....	21
	Types.....	21
	Health, Major Medical, DXL, and Dental .....	21
	Income Protection.....	21
	School Liability .....	21
	Life Insurance .....	22
	Coverage.....	22
	Descriptions.....	22
	Continuations .....	22
	Selection of Carriers.....	22

**AREA VI:     *MISCELLANEOUS PROVISIONS***

Management Rights .....	22
Finality and Effect .....	23
Separability .....	23
Printing Agreement .....	23
Notice .....	23
Duration.....	23
Signature Clause.....	24
Salary Schedule .....	25
Extracurricular Activity Salary Schedule .....	26
Extracurricular Activity Salary Schedule Classifications .....	27

## **AREA I: BASIC AGREEMENT PROVISIONS**

### **ARTICLE I – PREAMBLE**

The Board of Directors of Albia Community School District, hereinafter referred to as “the Board,” and the Albia Community Education Association, hereinafter referred to as “the Association,” recognize that the aim of the public schools is to provide a quality education program for children and youth of the school district. The parties further recognize that attainment of this educational goal is joint responsibility of the Board, the administrative and supervisory staff, the professional teaching personnel of the district, the parents of the students, and the community at large.

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement, it is agreed as follows:

### **ARTICLE II – RECOGNITION**

- A. The Board recognizes the Association as a sole and exclusive negotiating agent for all full-time and regular part-time professional personnel, including classroom teachers (academic, vocational, remedial, physical education, music, art, and drama), librarians, guidance counselors, and nurses, excluding superintendent, principals, all non-professional employees, and all others excluded by Section 4 of the Public Employment Relations Act.
- B. Definitions:
  - 1. The term Board as used in this Agreement shall mean the Board of Education of the Albia Community School District or its duly authorized representatives.
  - 2. The term employee as used in this Agreement shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations board.
  - 3. The term Association as used in this Agreement shall mean the Albia Community Education Association or its duly authorized representative.

### **ARTICLE III – GRIEVANCE PROCEDURE**

#### **Section 1.**

A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this Agreement.

#### **Section 2.**

- a. Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures. In the case of complaints about alleged violation, misinterpretation, or misapplication of specific provisions of the Agreement relating to Association rights, the Association president or his/her delegate shall have the right to present the Association's grievances.

b. The failure of a teacher (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

c. It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher or of the teaching staff.

d. In an individual's grievances, the grieving teacher may be accompanied by an Association representative. An individual, however, shall be free to adjust individual complaints without Association representation.

### Section 3.

a. First Step. An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his or her principal.

b. Second Step. If the grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing, and at a mutually agreeable time, discuss the matter with the principal. The writing grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievance, and shall state the remedy requested. The filing of the formal, written grievance at the Second Step must be within ten (10) school days from the date of occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the teacher and the Superintendent within ten (10) school days after receipt of the grievance.

c. Third Step. In the event a grievance has not been satisfactorily resolved at the Second Step, the aggrieved teacher shall file within five (5) school days of the principal's written decision at the Second Step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and Superintendent or his/her designee shall meet to resolve the grievance. The Superintendent or his/her designee shall file an answer within ten (10) school days of the Third Step grievance meeting and communicate it in writing to the teacher and the principal.

d. Fourth Step. If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving teacher to the Superintendent within thirty (30) days from receipt of the Step 3 answer to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven days after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) days, the Public Employment Relations Board (PER Board) will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one

shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator will be binding on the parties.

Expenses for the arbitrator's services shall be borne equally by the Board and the Association.

The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearing promptly and shall issue his/her decision not later than fifteen (15) school days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issue are submitted to him/her.

The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the Board and the Association, and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.

#### ARTICLE IV – EMPLOYEE RIGHTS

##### Evaluation of Students

The employee shall have the responsibility to determine grades and other evaluations of students within the grading policies of the Albion Community School District based upon his/her professional judgment of available criteria pertinent to any given subject area or activity to which he/she is responsible. The building principal shall after a conference with the teacher to review the situation have the final authority to decide the student's grade in case of a conflict.

#### ARTICLE V - ASSOCIATION RIGHTS

- A. The Association shall have the right to hold meetings on school district property after regular school hours provided such meetings in no way interfere with any aspect of the instructional program. The Association may use school district facilities and equipment, not otherwise in use, with the prior knowledge and approval of the principal in charge of that facility or equipment. Any out-of-pocket expenses to the District resulting from such meetings will be borne by the Association. As appropriate, given school district policy, such meetings will be scheduled with the district office or local school.
- B. The Association shall have the right to use faculty mailboxes for a reasonable volume of appropriate announcements relating to the conduct of the negotiating agent's business on behalf of the members of the negotiating unit or pertinent to the conduct of the Association's business. Dissemination of any materials not relating strictly to the Association business will be subject to the approval of the building administrator.
- C. The Association shall be provided with bulletin board space in each school. Only authorized representatives of the Association will use bulletin boards for Association announcements, and all material posted will relate only to the Association's official business as negotiating agent of the teaching staff or will be pertinent to the conduct of the Association's business.

## ARTICLE VI – DUES DEDUCTION

### A. Authorization

Any employee who is a member of the Association or who has applied for membership may sign and deliver to the Board an assignment authorizing payroll deduction of current ACEA, ISEA, and NEA dues.

### B. Regular Deduction

Pursuant to a deduction authorization, the Board shall deduct one-twenty-second (1/22) of total dues from each regular salary check of the employee semi-monthly for eleven (11) months, beginning in October and ending in August of each year.

### C. Prorated Deduction

Employees who begin dues deduction after October shall have the total dues prorated on the basis of the remaining months of employment through August.

### D. Duration

Such authorization shall be given for each contract period in writing.

### E. Termination

Any employee who terminates employment prior to June shall provide verification to the Board from the Association that dues are paid in full or that satisfactory arrangements have been made therefore.

### F. Authorization Card

The Association shall inform its members of the dues deductions system and provide the necessary authorization cards to its membership for the deduction; said cards are to be signed by an officer of the Association.

### G. Limitations

Dues deductions shall be limited to current Association dues and shall not include special assessments, back dues, fines, or other similar items, and shall not include dues accruing after termination.

### H. Time for Filing

Cards authorizing dues deduction must be received by the Board ten (10) days prior to the end of the pay period.

### I. Hold Harmless

The Association agrees to indemnify and hold harmless the Board, Board Secretary, each individual board member, and all administrators against any and all claims, costs,



suits, or other forms of liability and all court costs arising out of the application of the provisions of this agreement between the parties for dues deductions. Errors in calculation will be adjusted in the next pay period.

J. Service Fee

The Association shall reimburse the Board for its actual expenses in collecting and forwarding the above mentioned dues.

**AREA II: LEAVES**

ARTICLE VII – SICK LEAVE

- A. As of the 1976-77 school year, all employees shall be entitled to sick leave days each school year according to the following schedule:

The first year of employment .....	12 days
The second year of employment.....	13 days
The third year of employment.....	14 days
The fourth year and subsequent years of employment .....	15 days

The same amounts shall apply only to consecutive years of employment in the same school district, and unused portions shall be cumulative to a total of 135 days.

The Board shall, in each instance, require such reasonable evidence as it may desire confirming the necessity of such leave of absence.

- B. Employees shall receive a written statement of accumulative sick leave days with their first paycheck in September.
- C. Absence due to injury incurred in the course of employee's employment shall not be charged against the employee's sick leave benefits, and the employer shall pay to such employee the difference between his salary and benefits received under any Worker's Compensation benefits for the duration of the period covered by the Worker's Compensation benefits.
- D. Salary shall not be paid for unused sick leave which is accumulated to the credit of the employee if he leaves the system. Accumulated sick leave in one school district is not transferable to another school district.
- E. Under the following circumstances sick leave may be used for dental and medical appointments:
1. Dental appointments will be deducted from sick leave for the actual time away from duty station during the school day. In each building, the principal or his designee will keep records of this time. Every effort shall be made to schedule such appointments after school class time. The teacher will advise the principal of his or her appointment prior to leaving the building in order that the principal may make arrangements for the classroom to be supervised.

2. Medical appointments necessary because of illness, injury, or disability shall be charged to sick leave. In each building, the principal or his designee will keep records of this time. Every effort shall be made to schedule such appointments after school class time.

The teacher will advise the principal of his or her appointment prior to leaving the building in order that the principal may make arrangements for the classroom to be supervised.

3. In the above cases of medical or dental appointments, when a teacher has accumulated the equivalent of one (1) workday, his/her building's secretary shall report one (1) day of sick leave charged to that teacher, to the Central Office. At the end of the school year, any amount of accumulated sick leave shall be reported to the Central Office as one-half (1/2) day of sick leave for three (3) hours and forty (40) minutes or less, or as one (1) day for more than three (3) hours and forty (40) minutes.
- F. Each employee shall be granted the right to utilize accumulated sick leave for the illness of a spouse or child that may or may not require a physician's care or hospitalization. If required to do so, the employee will furnish substantiating evidence.

G. Sick Leave Illness Notice and Return

The employee shall notify the building principal as soon as practical when the employee foresees any necessity to alter employment commitments as a result of illness. When able to continue, the employee shall return to previously assigned full-time duties. The employee shall give the principal prior notice of intent to return to work. Upon returning to employment, the employee shall assume all previous rights and privileges.

H. Continued Benefits During Sick Leave

All sick leave benefits, including insurances, shall be continued during the leave.

I. Raises and Increments After Sick Leave

An employee shall be entitled to all raises and increments upon return if the employee serves at least eighty-nine (89) days of the school year. This eighty-nine (89) day period need not be continuous.

## ARTICLE VIII – TEMPORARY LEAVES OF ABSENCE

As of the beginning of the school year covered by this contract employees shall be entitled to the following temporary leaves of absence with full pay each year, with the exception of Association leave.

A. Personal

1. At the beginning of every school year, each employee shall be credited with two (2) days to be used for the employee's personal leave. Personal leave may not be used the day before or the day after a holiday or vacation. In the case of a

death not covered by bereavement leave, the Superintendent may decide to grant one (1) day of leave before or after a vacation or holiday. Unused portions of an employee's personal leave may be accumulated up to a total of three (3) days.

2. The building administrator may deny personal leave only if the total personal absences for the respective building would exceed:

One (1) teacher at Kendall (including Elementary Music)

Two (2) teachers at Grant (including Elementary PE)

Four (4) teachers at Lincoln (including Keyboard)

Two (2) teachers at Junior High (including Life Skills and 7-8 Band)

Four (4) teachers at High School (including Elementary/HS Band and 5-12 Vocal)

B. Jury and Legal

Any employee called for jury duty during school hours or who is required to appear in any judicial or administrative proceeding or who shall be required to testify in any arbitration matter shall be provided such time. Any fees or remuneration the employee receives during such leave shall be turned over to the Albia Community School District. Employees' actual reimbursement for expenses shall be refunded to the employee in the event the matter is in Federal court.

C. Bereavement and Serious Family Illness

Up to six (6) days of leave shall be granted in any one (1) school year in the event of death or serious illness of an employee's relative in the third degree of consanguinity by blood or marriage. Of the available leave, one day may be used for the death of a relative or non-relative not covered by the above leave, or may be used for handling of an estate provided the person is either executor or administrator. The one day used for affairs of an estate need not be continuous with the bereavement leave.

D. Association Leave

Up to six (6) days shall be credited at the beginning of each school year to representatives of the Association for the purpose of conducting Association business. The Association will pay for the necessary substitutes.

E. Professional Days

Professional leave will be allowed at the discretion of the building principal for the following:

1. Visitation to view other instructional techniques or programs.
2. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.

3. Meetings where the teacher is sent as a representative of his/her school or is a presenter or respondent.

Denial of request shall be in writing and shall state the reasons.

Requests to the principal shall be made at least one (1) week prior to such leave, with supporting information on the value of such leave to the department, school, or district, including agenda or other pertinent material describing the meeting. Attendance at meetings may be initiated by a teacher, department head, or by the principal. The principal will attempt to allow professional leave equitably between individuals and between departments.

Upon his/her return the participating teacher will submit a written report on the conference to the Superintendent.

F. Professional Conference Costs

The Board may provide, upon application by the employee and approved by the Superintendent, funds for employees who plan to attend professional conferences, as described under "professional days." Travel, meals, lodging or registration – or any part of these expenses – may be considered. Departmental funds may be used for these expenses with approval of principal and department head.

G. Miscellaneous Without Pay Leaves

The Board shall take into consideration leaves of absences without pay in the following areas: presidency of the ISEA and NEA, political office, VISTA or the National Teachers Corps, up to two (2) years. Individuals taking these leaves shall return to the system at the same step they would have had at the time they left the system. Example: a first-year teacher (Step 1), serving then political office two (2) years, would return at the second step (Step 2), rather than the fourth step (Step 4).

H. Educational Improvement

A leave of absence without pay of up to one (1) year may be granted to any employee, upon application, for the purposes of engaging in study at an accredited college or university related to professional responsibilities. Individuals returning to the system following such leaves shall return to the system at the same step they would have had at the time they left the system.

I. Family Illness

1. A leave of absence without pay during the term of this contract shall be granted to an employee because of serious illness of any member of the employee's immediate family. Certification of the attending physician that the illness is serious and may be extended is to be furnished by the employee.
2. All benefits including insurance, shall be continued for the remainder of the contract period, insofar as permitted by existing insurance contracts.

3. An employee shall be entitled to all raises and increments upon return if the employee serves at least eighty-nine (89) days of the school year. The eighty-nine (89) day period need not be continuous. Upon returning to employment, the employee shall assume all previous rights, privileges, and duties.

J. Family Medical Leave Act

The provisions of the Family Medical and Extended Leave Act are hereby incorporated into this Agreement by this reference. This inclusion shall in no way reduce or adversely impact any other provisions of this agreement.

### **AREA III: BASIC EMPLOYMENT CONDITIONS**

#### ARTICLE IX – WORK LOAD

A. In-School Work Year

1. Regular Contract

The in-school work year for employees (other than new personnel who may be required to attend an additional one (1) day of orientation) shall not exceed one hundred eighty-five (185) days.

2. Definition of In-School Work Year

The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which employee attendance is required.

B. School Calendar

The school calendar shall be drawn up by the Board. Employees shall furnish such suggestions and recommendations as they may have and that may be helpful to the Board in preparing the annual school calendar.

#### ARTICLE X – HOURS AND LOAD

A. Work Day

1. Arrival and Dismissal Time

No employee shall be required to report for duty before 8:00 a.m. of the school day and shall be permitted to leave at 3:45 p.m. of the school day. On Fridays, days preceding holidays or vacations, or early school closings due to snow or ice, the employee's day shall end when the buses have left the Lincoln Center or other designated District area. If there is an early dismissal due to heat, employees to stay until 3:45 p.m. Monday – Thursday and leave at 3:30 p.m. on Friday.

## 2. Parent-Teacher Conferences

Parent-Teacher conferences shall be held on a consecutive Monday and Thursday evening during the first semester and also during the second semester if the District determines that there will be such conferences for the second semester. Conferences shall be held 5:00 p.m. to 8:30 p.m. each evening. The dates shall be set by the school calendar. Teachers shall work a regular school day on Monday and Thursday before the evening conferences with no school on Friday. If there is a conflict due to athletic activities or other matters that would interfere with Parent-Teacher Conferences, the same may be changed to different dates and/or times. If the date or time needs to be changed, the Association Representative will be consulted.

## B. Lunch Periods

### 1. Grade Level and Other

Employees shall have a daily uninterrupted, duty-free lunch period of at least twenty (20) minutes.

### 2. Leaving the Building

Employees may leave the building by notifying the principal or secretary during their scheduled duty-free lunch periods and with permission during their preparation time.

## C. Meetings

### Faculty and Other

Employees may be required to remain after the time of the regular work day without additional compensation for the purpose of attending faculty or other professional meetings, except that these meetings shall not be called on Friday or on any other day immediately preceding a holiday or other day on which teacher attendance is not required at school.

## D. Preparation Time

1. Preparation time shall be assigned to each employee by the administration. This time shall enable the employee to work on lesson plans, grading, and other activities related to their assigned duties. Classroom employees shall, in addition to their lunch period, have daily preparation time during which they shall not be assigned to any other duties as follows:
  - a. Kindergarten – 4<sup>th</sup> Grade: minimum of 120 minutes per week on five (5) day week;
  - b. 5<sup>th</sup> Grade – 8<sup>th</sup> Grade: minimum of one (1) free period a day or five (5) free periods per week;
  - c. 9<sup>th</sup> Grade – 12<sup>th</sup> Grade: minimum of one (1) free period a day or five (5) free periods per week.

Other members of the negotiating unit who are not regular classroom employees shall be provided with preparation time to the same extent as other employees.

#### ARTICLE XI – EMPLOYMENT AND ASSIGNMENTS

A. Notification of Presently Employed Staff

Each employee shall be given written notice of his salary schedule placement and tentative assignment, as far as can be determined, by final teacher work/in-service day of the school calendar.

Should any assignment changes have to be made due to circumstances and events that could not be foreseen at the time of the original assignment, the employee will be notified by written notice, postmarked within ten (10) days of the change. The Association shall receive written notice of any change within ten (10) days of notification of acceptance of such change.

#### ARTICLE XII – REDUCTION OR REALIGNMENT OF STAFF

- A. When in the judgment of the Board of Education there is a necessity for a reduction in staff, the employer shall attempt to accomplish such reduction by attrition.
- B. In the event necessary reduction in staff cannot in the opinion of the employer be adequately accomplished by attrition, employees with emergency and/or temporary certification, unless needed to maintain existing programs, shall be reduced next.
- C. If positions are to be eliminated or reduced, the board shall give notice of reduction to the least senior employee in the category selected, unless the position is needed to maintain the existing program. The following categories will apply: Pre-K through 4<sup>th</sup> grade, 5<sup>th</sup> grade through 8<sup>th</sup> grade, and grades 9 –12 within each subject category.
- D. Years of seniority will be computed on the basis of total district experience and be calculated as they relate to full time service.
- E. When an employee is notified that he or she is to be laid off, that employee may “bump” the least senior employee in another district category (as per the District Seniority list) provided that the employee has appropriate certification, can give adequate evidence of their ability to perform all duties of the other position and has more seniority than the employee at the bottom of the category to which the employee wishes to move. If the employee selected for layoff is interested in exercising his/her bumping rights, the employee must notify the Superintendent or his/her designee in writing within two (2) school days of the notification of reduction.
- F. A certified employee displaced under Item E above will have the same bumping rights as the originally reduced employee.
- G. The District Seniority list will be re-aligned and posted by category by September 30<sup>th</sup> of the next school year. Certified staff members will have ten (10) school business days to raise objections to posted seniority rankings and listed certifications. Staffers within

categories will once again be rank-ordered within seniority category to reflect their relative position according to "total district seniority."

- H. Any employee laid off pursuant to the policy shall have recall rights to any position in which he/she is certified and shall be recalled to available positions in such professional categories in inverse order of the layoff. A returning employee shall be placed on the next higher step. (Example: an employee laid off on Step 3 shall return on Step 4).

All benefits shall be restored at the level attained when laid off to include accumulative sick leave at time laid off.

An employee shall retain these recall rights for a period of one (1) year beginning on the first day of June following notification of layoff.

### ARTICLE XIII – SAFETY PROVISIONS

#### A. Protection of Employees, Students, and Property

##### 1. Use of Reasonable Force

An employee may, within the scope of his employment and pursuant to Board policies then in effect, use and apply such force as is reasonably necessary to lawfully quell a disturbance threatening physical injury to himself/herself or to others and to obtain possession of weapons or other dangerous objects on the person or within the control of a pupil when such action may be required to prevent injury and to protect the property of the school district.

##### 2. Legal Action against an Employee

The Board will maintain legal liability insurance comparable with current coverage with Employers Mutual, policy #6E03860.

##### 3. Assault of an Employee

###### a. Leave

When absence arises out of or from such assault or injury, the employee shall be entitled to full salary reduced only by such insurance benefits other than Worker's Compensation insurance which the school carries for such employee or other benefits received through any employer program for the period of such absence, but shall not forfeit any sick leave or personal leave.

###### b. Reimbursement for Personal Property Damage

The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed while the employee was acting in the discharge of his duties and within the scope of his employment during any such assault.



c. Medical

The Board shall reimburse an employee for the personal cost of medical, surgical or in-hospital services incurred as a result of any injury sustained in the course of his/her employment not covered by Workers' Compensation or other insurance maintained by the Employer.

4. Bomb Threats

In all cases where a school official is notified of a bomb threat, the affected building or buildings shall be cleared by the Superintendent and all students evacuated until such time as a thorough search reveals the bomb or the lack thereof. No employee shall be required to search for a bomb.

5. First Aid

At all times the Board shall maintain in the building first-aid equipment and when possible personnel trained in administering first aid on an emergency basis for any employee or student who may be injured or ill.

**AREA IV: PERSONNEL POLICIES AND PRACTICES**

ARTICLE XIV – EVALUATION PROCEDURES

A. Teacher Evaluation

Each school year, within four (4) weeks after the beginning of the school year, employees shall be presented with the evaluation procedures and instruments including the Iowa Teaching Standards and Criteria and any other standards and criteria or District expectations the evaluator will use. No evaluation shall take place until such orientation has been completed.

B. Tier 1

Teachers in their first or second year of the profession, or career teachers, who are in their first year of teaching for the District, shall be considered Tier 1 teachers.

The cycle for Tier 1 shall consist of both formal and informal observations, initiated by the evaluator. The evaluator shall conduct a minimum of three (3) formal observations and a minimum of three (3) walkthroughs. At least one of the formal observations shall also include pre-observation and post-observation conferences between the evaluator and teacher.

Teachers in Tier 1 will be involved in a minimum of one (1) summative conference in year one. The summative conference shall be conducted by April 15 and documented as required by the State of Iowa.

In year two (year one for career teachers new to the District), teachers in Tier 1 will be involved in a written comprehensive review on or before April 15. If, by the end of January of the second year (year one for career teachers new to the District), the

evaluator determines that the teacher does not meet the Iowa Teaching Standards, the evaluator will inform the teacher which standard(s) have not been met and shall indicate where improvement is needed to determine that the teacher meets all eight (8) standards. If another observation is needed, it shall be held before the April 15 summative conference. If only a conference is needed, then it will be held before April 15.

C. Tier 2 (Career Teachers)

1. Tier 2 is for licensed teachers who have earned regular teaching licenses and are not in Tier 3 and not in their first year of teaching in the District.

A teacher in their third year of probation pursuant to the Iowa Code shall be evaluated using the same methods as in Tier 1.

For all others, a three (3) year evaluation cycle will be established by the evaluator except when movement to Tier 3 occurs.

2. During year one of the cycle, each staff member shall create an Individual Career Development Plan linked to the District's CSIP. Plans must be submitted to the evaluator by October 1 of year one. Evaluators must then meet with each teacher to review Individual Career Development Plans by November 1.

During year one and year two of the cycle, the evaluator and teacher shall meet by April 15. During this meeting, the teacher and evaluator shall discuss the progress of the teacher on the Individual Career Development Plan and on the Iowa Teaching Standards and Criteria.

3. Each year of the three-year cycle, the evaluator shall conduct a minimum of three (3) walkthroughs. The evaluator may also formally observe the teacher at any time the evaluator determines; however, the evaluator shall formally observe the teacher a minimum of at least one (1) time in year three of the cycle.

At least one formal observation shall include a pre-observation and post-observation conference between the evaluator and teacher, and any additional formal observations shall include a post-observation conference. Post-observation conferences are to be held within ten (10) school days. If the evaluator determines that the teacher is not meeting any of the eight (8) standards, then the evaluator shall inform the teacher which standard(s) are not being met and shall indicate where improvement is needed to determine that the teacher meets all eight (8) standards.

4. In year three of the three-year cycle, the Individual Career Development Plan will continue. A written review will be completed by the evaluator after both the teacher and evaluator have met regarding the teacher's progress and outcome of the Individual Career Development Plan.

In addition, a three year summative performance review will be conducted by the evaluator. The teacher shall provide suitable evidence demonstrating s/he is meeting the Iowa Teaching Standards.

By April 1 of the third year of the cycle, the evaluator shall make one of the following recommendations to the Superintendent:

- a. The teacher has demonstrated growth in the goal areas, has met the Iowa Teaching Standards, and no change is recommended to the teacher's continuing contract.
- b. The teacher has not demonstrated growth in goal areas and the Iowa Teaching Standards and, as determined by the evaluator, to be in need of intensive assistance.

D. Tier 3 (Intensive Assistance)

1. A teacher will be placed on Intensive Assistance when the evaluator determines, at any time, that as a result of the teacher's performance, the teacher is not meeting one or more of the following:
  - a. District expectations under the Iowa Teaching Standards 1 – 7 and Criteria (Standard 8 is excluded), and any other standards and criteria that are permissible per the terms of this Agreement.
  - b. The Individual Career Development Plan.
2. Intensive Assistance may begin at any time but is not to exceed six (6) months in duration. When a teacher is placed on Intensive Assistance, the following will occur:
  - a. A letter will be sent by the evaluator to the teacher notifying him/her that the teacher is being placed on Intensive Assistance.
  - b. A copy of the notification will be sent to the Superintendent's Office and will be placed in the teacher's personnel file.
  - c. A conference will be held between the teacher and evaluator to develop an Assistance Plan that will include the following:
    - (1) A specific statement of concerns related to one or more of the Iowa Teaching Standards 1 – 7 and Criteria and any other standards and criteria that are permissible per the terms of this Agreement.
    - (2) The plan shall include strategies to be applied in achieving the goals, intended timelines for the strategic actions, scheduled feedback and specific criteria for evaluating the successful completion of the plan.
3. The review of the teacher in Intensive Assistance shall be made by the evaluator. At the conclusion of the designed timeframe, one of three recommendations shall be made:

- a. The problem is resolved and the staff member is removed from Intensive Assistance.
  - b. Progress is noted, the timeline is extended, but may not exceed an additional six (6) months (i.e., total of plan not to exceed twelve months according to Iowa law) and work continues in the assistance phase.
  - c. The problem is not resolved and/or inadequate progress is noted. Action may then be taken by the District to terminate the teacher's contract.
- 

- E. Any employee has the right to respond in writing to specific items on their evaluation within ten (10) school days of the post-evaluation conference.
- F. Other than the formal procedures specified in this Article, it should be noted that teachers are being evaluated informally on a daily basis as they work with students, administrators, and other staff members.
- G. If a licensed teacher does not agree with the evaluator's summative evaluation, he/she may request an evaluation of his/her work by another licensed evaluator which must be done within five (5) school days of receipt of the summative evaluation. If agreement cannot be reached by said parties, the Superintendent shall appoint the administrator for the evaluation. If the staff member objects with the second evaluator, the reasons shall be reduced to writing and attached to the evaluation form.
- H. A non-probationary employee who has been evaluated has the right to grieve said evaluation(s) as unfair, unjust, and/or inaccurate if the total evaluation is rated as unsatisfactory or not meeting District standard. The timelines and procedures of Article VI shall apply. A probationary teacher cannot grieve their evaluation and Tier 3 (Intensive Assistance) is not grievable.
- I. Personnel File Review
  - 1. Each employee shall have the right at any time during regular office hours to review the evaluation material contained in his personnel file. A representative of the Association, at the employee's request, may accompany the employee in this review.
  - 2. The employee shall have the right to respond to all evaluation materials to be placed in said file and such responses shall be made within ten (10) school days of file placement.
  - 3. Any complaints directed toward an employee which are placed in his personnel file are to be promptly called to the teacher's attention in writing.

- J. The parties acknowledge that this Article has been rewritten for 2005-2006. They also acknowledge that it may need revisions during the following couple of years. They agree to negotiate in good faith to resolve those issues and necessary revisions that may arise.

#### ARTICLE XV – VOLUNTARY TRANSFERS

A. Definition

The movement of an employee to a different assignment, grade level, subject area, or building shall be considered a transfer.

B. Notification of Vacancies

1. Date

The Superintendent shall post within five (5) days in all school buildings a list of the vacancies which occur during the school year and for the following school year upon knowledge of vacancies.

2. Filing Requests

Employee who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which the employee desires to be transferred, in order of preference.

#### ARTICLE XVI – INVOLUNTARY TRANSFERS

A. Definition

The movement of an employee to a different assignment (grade level, subject area, or building) should be considered a transfer.

B. Criteria

An involuntary transfer may be made to meet educational needs of the district, in the administrators' professional judgment. If the administration determines the involuntary transfer is necessary, an employee's educational attainment, major or minor field of study, length of service in a particular school building, in addition to other criteria may be considered in determining which employee is to be transferred.

C. Notification

An involuntary transfer shall be made only after notification of the employee involved by the Superintendent, at which time the employee shall be given reason(s) therefore.

D. Appeal

Involuntary transfers shall not be made for wholly arbitrary and capricious reasons. Should any grievance ever be pursued to arbitration under this provision, the authority of the arbitrator shall be limited to deciding only whether there was any arbitrary, capricious rationale for the transfer, and the arbitrator shall be empowered to order a remedy should he find any such rational to exist.

E. Meeting Certification Requirements

If an employee is involuntarily transferred to a different grade level or subject area that the Department of Education will not certify the employee to teach in the new position, either temporary or full certification, the Board will pay the educational costs involved for the employee to meet minimum requirements or reassign the employee to a position he/she is certified to teach. The Board, by paying all reasonable costs in meeting minimum requirements, reserves the right to direct which institution will be utilized in meeting requirements. If the employee so desires, he/she may attend another institution; however, the employee agrees to pay the difference in costs incurred.

**AREA V: SALARY AND BENEFITS**

ARTICLE XVII – WAGES AND SALARIES

A. Schedule

The salary of each employee covered by the regular salary schedule is set forth in the Teacher Salary Schedule which is attached hereto and made a part hereof.

B. Placement on Salary Schedule

1. Adjustment on Salary Schedule

Each employee shall be placed on his proper step of the salary schedule as of the effective date of his contract and in accordance with paragraph 2 below. Any employee who has taught a minimum of one (1) semester of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

2. Credit for Experience

Credit up to and including the tenth (10<sup>th</sup>) step of any salary level on the employee salary schedule shall be given for previous outside teaching experience in a duly accredited school upon initial employment.

Commencing for the 2000-2001 school year, new hires will not be placed upon a Step higher than someone with the same experience at Albia. (i.e. a person hired with seven years experience cannot be paid above Step 7, etc. because of the previous Step freeze).

C. Advancement on Salary Schedule

1. Increments

Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached. A year of service consists of employment in the Albia Community School District for one (1) semester or more in one (1) school year. The increment on the last step on each lane of the salary schedule is a five percent (5%) increment.

2. Education Lanes

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, he/she shall file suitable evidence of additional educational credit with the Superintendent no later than three (3) days after the beginning of the first semester, and pay adjustments shall be retroactive to the beginning of the same semester.

D. Extra Assignment and Extended Contract Rate

The salary schedule is based upon the regular school calendar and the normal teaching load as set forth in this Agreement. Any employee whose contract days of assignment exceeds the regular employee work year (and whose position is not on the extracurricular activity schedule) will be additionally compensated as follows:

- a. The extended work year shall be at a per diem rate.
- b. Curriculum writing shall be paid at the per diem rate (daily or hourly).
- c. Available Phase III monies set aside will be paid at the per diem rate (daily or hourly).
- d. Available grant monies will be paid at the per diem rate (daily or hourly).

Clarification

To be eligible for the per diem rate, the work must be requested by the administration and accepted by the employee. There will be no other hourly proration of time other than those specified.

E. Voluntary Pay/No Pay

The administration may recruit or enlist volunteers to serve the District in various capacities. District administrators will notify the employee in advance regarding the "pay status". If the work requested is a "pay" situation, employees shall receive \$15.00 per hour. Time sheets shall be required for all "pay status" assignments. If the work is a "no pay" arrangement, the employee will be so informed.

F. Extra Compensation or Released Time

It is desirable for each employee to have an uninterrupted preparation period each day. The practice of using a regular employee as a substitute, thereby depriving him of his preparation period, is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular employees who volunteer may be used as substitutes during their preparation time. In the absence of volunteers, an employee may be assigned to serve as a substitute. Volunteers and assigned employees shall be paid at the rate of ten dollars (\$10) per period.

G. Methods of Payment

1. Each employee shall be paid in two (2) monthly installments on the fifth (5<sup>th</sup>) and twentieth (20<sup>th</sup>) of each month.

Employees shall receive their checks at their regular building on regular school days.

2. Exceptions

When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the past previous working day.

3. Summer Checks

Summer checks, other than for summer school teachers, shall be mailed to the employee at least one day prior to the date set in G(1) and (2) above.

4. Each employee shall have the option of receiving all of the remaining and unpaid earned contracted salary on July 5. Any employee choosing this option shall notify the Board Secretary by June 20. This option shall be limited to available funds and shall be paid in the order that notice was received by the secretary.
5. Employees retiring at the end of the school year shall have the option of receiving their last paycheck prior to June 30 or on or after July 1 to maximize their retirement benefits. The employee shall notify the District by June 1 if they elect this option.

ARTICLE XVIII – SUPPLEMENTAL PAY

A. Extracurricular Activities

All certified employees shall have the opportunity to work by signing a posted list of all activities at the beginning of the school year or as soon as the activity is planned. This list shall be posted in all buildings. Preference shall be given to employees assigned to the building sponsoring the activity. In the event that sufficient employees needed for the activity have not signed up, then the building administrator shall have the authority to



hire outside personnel as needed. If certified personnel are hired, compensation for the work performed will be at an hourly rate of \$10.

No teacher shall be assigned to drive a vehicle for a school-sponsored activity except on a voluntary basis.

Exceptions:

All teachers will work a maximum of three (3) extracurricular activities without pay. If the teacher agrees to work additional extracurricular activities which are requested, he or she shall be paid \$10 per hour.

ARTICLE XIX – INSURANCE

A. Types

The Board agrees to provide all employees who are employed for one-half of full time or more the following full paid insurance protection to the age of seventy (70).

1. Health, Major Medical, DXL, and Dental

Each one-half of full (or more) employee to the age of seventy (70) and his/her immediate family shall be covered by insurance plans:

- a. Single: The District will pay the premium for a \$200.00 deductible.
- b. Family: The District will pay the premium for a \$500.00 deductible family plan. However, an employee may opt for the \$200.00 deductible and pay the difference between the \$200.00 and \$500.00 plan. If a couple is married, and both employees are District teachers, the couple may receive the \$200.00 deductible family plan and the District shall cover all the premium.

2. Income Protection

Each one-half of full time (or more) employee to the age of sixty-five (65) shall be covered by Income Protection Insurance comparable to Bankers' Life #5994 0017391 paid for by the Board.

3. School Liability

All one-half of full time (or more) employees shall be covered by school-financed insurance covering job-related performance of duties. Employees required to use personal automobiles in their assigned duties shall be covered by Board-paid excess non-owned auto insurance when driving in assigned school programs.

4. Life Insurance

Each one-half of full time (or more) employee to the age of seventy (70) shall be covered by life insurance (\$10,000) and accidental death insurance protection paid for by the Board.

B. Coverage

The Board-provided insurance programs shall be for twelve (12) consecutive months, beginning September 1, 2006, and ending August 31, 2007. Employees new to the district shall be covered by Board-provided insurance no later than one (1) month after initial employment. When necessary, payment of premiums on behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

C. Descriptions

The Board shall provide each employee a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. Hospital pre-authorization is required as a part of the insurance coverage. The Board will be responsible for providing insurance information in the form of applications and enrollment meetings.

D. Continuations

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above-mentioned benefits shall continue throughout the balance of the school year.

Employees on unpaid leave for (1) month or longer shall have the option to continue any or all of the Board-paid programs by paying the premium themselves to the Board within thirty (30) days of the billing date.

E. Selection of Carriers

Health, major medical, and DXL, income and life insurance protection insurance program carriers shall be selected by the Board. In case the Board decides to change carriers, the Association President shall be consulted.

**AREA VI: MISCELLANEOUS PROVISIONS**

A. Management Rights

It is expressly understood and agreed that all functions, rights, powers, or authority granted to or inhering in the administration of the Albia Community School District by law or custom are retained by the Board. Provided that none of the clauses in this Agreement in any way abrogates or diminishes the above-mentioned rights and authority of the Board, the Board shall not exercise its rights so as to violate any of the specific provisions of this Agreement.

B. Finality and Effect

1. This Agreement supersedes and cancels all previous agreements and practices between the Board and the Association or any employee, unless expressly stated to the contrary herein and constitutes the entire agreement between the parties, and concludes collective bargaining for its term.
2. The parties acknowledge that during the negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waive any right which might otherwise exist under law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject of matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

C. Separability

If any article, section, or clause of this Agreement is declared illegal by a court of competent jurisdiction then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

D. Printing Agreement

Copies of this Agreement shall be printed at the equal expense of the Board and the Association within thirty (30) days after the Agreement is signed, on format to be agreed upon between the Board and the Association.

E. Notice

Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or letter at the following designated addresses or at such other addresses as may be designated by a party in written notification to the other party.

1. If by Association, to Board at 120 Benton Avenue East, Albia, Iowa 52531.
2. If by Board, to Association in care of the President.

F. Duration

This Agreement shall be effective as of July 1, 2006, and shall continue in effect until June 30, 2007.

G. Signature Clause

In witness whereof the parties have caused this Agreement to be signed by their respective presidents, attested by their chief negotiators, and their signatures placed thereon, all on the 28<sup>th</sup> day of July, 2006.

ALBIA COMMUNITY EDUCATION ASSOCIATION

ALBIA COMMUNITY SCHOOL DISTRICT

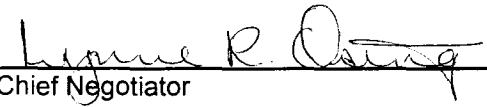
By

  
President, Albia Community  
Education Association

By

  
President, Board of Directors  
Albia Community School District

By

  
Chief Negotiator

By

  
Chief Negotiator

23,420  
GENERATOR BASE

2006-2007

**AREA VI**  
**Schedules**

**ALBIA COMMUNITY SCHOOL DISTRICT SALARY SCHEDULE**  
**SALARY SCHEDULE (4% INDEX -- 5% ON TOP STEPS)**

	1	2	3	4	5	6
In Field Out/Field	BA BA	BA+12 BA+12	BA+24 MA	MA MA+15	MA+15 MA+30	MA+30 MA+45
1						
2						
3						
4	26,230	27,167	28,104	29,041	29,978	30,914
5	27,167	28,104	29,041	29,978	30,914	31,851
6	28,104	29,041	29,978	30,914	31,851	32,788
7	29,041	29,978	30,914	31,851	32,788	33,725
8	29,978	30,914	31,851	32,788	33,725	34,662
9	30,914	31,851	32,788	33,725	34,662	35,598
10	31,851	32,788	33,725	34,662	35,598	36,535
11	32,788	33,725	34,662	35,598	36,535	37,472
12	33,725	34,662	35,598	36,535	37,472	38,409
13	34,662	35,598	36,535	37,472	38,409	39,346
14	35,598	36,535	37,472	38,409	39,346	40,282
15	36,769	37,472	38,409	39,346	40,282	41,219
16	36,769	38,643	39,346	40,282	41,219	42,156
17	37,940	38,643	40,517	41,219	42,156	43,093
18	37,940	39,814	40,517	42,390	43,327	44,264
19	39,111	39,814	41,688	42,390	43,327	44,264
20	39,111	40,985	41,688	43,561	44,498	45,435
21	40,282	40,985	42,859	43,561	44,498	45,435
22	40,282	42,156	42,859	44,732	45,669	46,606
23	41,453	42,156	44,030	44,732	45,669	46,606
24	41,453	43,327	44,030	45,903	46,840	47,777
25	42,624	43,327	45,201	45,903	46,840	47,777
26	42,624	44,498	45,201	47,074	48,011	48,948
27	43,795	44,498	46,372	47,074	48,011	48,948
28	43,795	45,669	46,372	48,245	49,182	50,119
29	44,966	45,669	47,543	48,245	49,182	50,119
30	44,966	46,840	47,543	49,416	50,353	51,290
31	46,137	46,840	48,714	49,416	50,353	51,290
32	46,137	48,011	48,714	50,587	51,524	52,461
33	47,308	48,011	49,885	50,587	51,524	52,461
34	47,308	49,182	49,885	51,758	52,695	53,632
35	48,479	49,182	51,056	51,758	52,695	53,632
36	48,479	50,353	51,056	52,929	53,866	54,803
37	49,650	50,353	52,227	52,929	53,866	54,803
38	49,650	51,524	52,227	54,100	55,037	55,974
39	50,821	51,524	53,398	54,100	55,037	55,974

AREA VI  
Schedules

Credit for experience: Teachers entering the system from outside the District shall receive credit for up to ten years previous teaching experience.

The parties agree that the proposed longevity pay would be capped at 15 payments over a 30 year period.

Examples:

To be eligible for an initial longevity step, an employee must remain at the last step of each lane on the salary schedule -- i.e. 15-1, 16-2, 17-3, 18-4, 18-5, and 18-6 -- for a two-year period.

If an employee is already on a longevity step, and moves horizontally, he/she will remain at the longevity step one more year, thereby completing a two year period. Please refer to the following examples:

Employee A			Employee B		
<u>School Year</u>	<u>Salary Sched Stp</u>	<u>Longevity Yr</u>	<u>School Year</u>	<u>Salary Sched Stp</u>	<u>Longevity Yr</u>
1985-86	18-4	Not Eligible	1985-86	18-4	Not Eligible
1986-87	19-4*	Not Eligible	1986-87	19-4*	Not Eligible
1987-88	20-4	Yes--1st Year	1987-88	20-4	Yes--1st Year
1988-89	21-4*	Yes--2nd Year	1988-89	21-5*	Yes--2nd Year
1989-90	22-4	Yes--1st Year	1989-90	22-5	Yes--1st Year
1990-91	23-4*	Yes--2nd Year	1990-91	23-5*	Yes--2nd Year

Employee A remains in the same lane through the six year period; Employee B receives additional hours and moves horizontally in 1988-89, to Lane 5.

\*Indicates the second year on the last step of a lane, the employee becomes eligible for a longevity step.

**ALBIA COMMUNITY SCHOOL DISTRICT  
Extracurricular Activity Salary Schedule  
2006-2007**

**AREA VI  
SCHEDULES**

**CLASSIFICATIONS -- % of Base Salary -- \$23,420.00**

EXP.	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
*	0.1200	0.1000	0.0700	0.0600	0.0550	0.0450	0.0300	0.0290	0.0250	0.0200	0.0180
0	2,810.40	2,342.00	1,639.40	1,405.20	1,288.10	1,053.90	702.60	679.18	585.50	468.40	421.56
**	0.0340	0.0430	0.0410	0.0660	0.0520	0.0620	0.0600	0.0630	0.0640	0.0630	0.0600
1	2,905.95	2,442.71	1,706.62	1,497.94	1,355.08	1,119.24	744.76	721.97	622.97	497.91	446.85
2	3,001.51	2,543.41	1,773.83	1,590.69	1,422.06	1,184.58	786.91	764.76	660.44	527.42	472.15
3	3,097.06	2,644.12	1,841.05	1,683.43	1,489.04	1,249.93	829.07	807.55	697.92	556.93	497.44
4	3,192.61	2,744.82	1,908.26	1,776.17	1,556.02	1,315.27	871.22	850.33	735.39	586.44	522.73
5	3,288.17	2,845.53	1,975.48	1,868.92	1,623.01	1,380.61	913.38	893.12	772.86	615.95	548.03
6	3,383.72	2,946.24	2,042.69	1,961.66	1,689.99	1,445.95	955.54	935.91	810.33	645.46	573.32
7	3,479.28	3,046.94	2,109.91	2,054.40	1,756.97	1,511.29	997.69	978.70	847.80	674.96	598.62
8	3,574.84	3,147.65	2,177.12	2,147.15	1,823.96	1,576.63	1,039.85	1,021.49	885.28	704.47	623.91
9	3,670.39	3,248.35	2,244.34	2,239.89	1,890.93	1,641.98	1,082.00	1,064.28	922.75	733.98	649.20
10	3,765.95	3,349.06	2,311.55	2,332.63	1,957.91	1,707.32	1,124.16	1,107.06	960.22	763.49	674.50
11	3,861.50	3,449.77	2,378.77	2,425.38	2,024.89	1,772.66	1,166.32	1,149.85	997.69	793.00	699.79
12	3,957.05	3,550.47	2,445.98	2,518.12	2,091.87	1,838.00	1,208.47	1,192.64	1,035.16	822.51	725.08
13	4,052.61	3,651.18	2,513.20	2,610.86	2,158.86	1,903.34	1,250.63	1,235.43	1,072.64	852.02	750.38
14	4,148.15	3,751.88	2,580.42	2,703.60	2,225.84	1,968.69	1,292.78	1,278.22	1,110.11	881.53	775.67

\*Base compensation for extracurricular activities shall be indexed to the base teacher salary--\$23,420.

\*\*These numbers are the percentage of the extracurricular activity base for each column. The percentage is multiplied times the number of years of experience and added to the base for the respective column.

## EXTRACURRICULAR ACTIVITY SALARY SCHEDULE CLASSIFICATIONS

### I

High School Head Boys Basketball
High School Head Girls Basketball
High School Head Wrestling
High School Head Football

### II

High School Head Boys Track
High School Head Girls Track
High School Head Volleyball
High School Head Softball
High School Head Baseball
High School Instrumental Music
High School Head Soccer

### III

High School Assistant Football
High School Assistant Boys Basketball
High School Assistant Girls Basketball
High School Assistant Wrestling

### IV

High School Head Boys Tennis
High School Head Girls Tennis
High School Head Boys Golf
High School Head Girls Golf
High School Head Cross Country
High School Drama
Middle School Athletic Director

### V

High School Assistant Boys Track
High School Assistant Girls Track
High School Assistant Volleyball
High School Assistant Baseball
High School Assistant Softball
High School Cheerleading
High School Vocal Music
Middle School Head Wrestling

### VI

High School Yearbook
High School National Honor Society
Future Farmers of America
High School Speech
Middle School Head Volleyball
Middle School Head Football
Middle School Head Boys Basketball
Middle School Head Girls Basketball

### VI (CONT.)

Middle School Head Boys Track
Middle School Head Girls Track
Middle School 7th & 8th Girls Basketball Practice
Middle School 7th & 8th Boys Basketball Practice
Middle School 7th & 8th Volleyball Practice

### VII

High School Jazz Band
High School Future Homemakers of America
High School Student Council
Middle School Cheerleading
Junior Class Sponsor (Unshared)

### VIII

High School Newspaper
-----------------------

### IX

High School Band Auxiliary
High School International Club
Middle School Assistant Football
Middle School Assistant Girls Basketball
Middle School Assistant Boys Basketball
Middle School Assistant Girls Track
Middle School Assistant Boys Track
Middle School Assistant Wrestling
Middle School Instrumental Music

### X

High School Future Homemakers of America (If Shared)
High School Art
Elementary Vocal Music

### XI

High School Letterwinners Club
Junior High Drama Club
Middle School Vocal Music
Middle School Art
High School ASCAPE Club
Junior Class Sponsor (If Shared)
High School Dance Team